

EMPLOYMENT REFERRAL

“Hiring Priority Initiative”

DATE: (Insert Date)

TO: Human Resources – (Department)

FROM: (Insert Voc Rehab Provider)

SUBJECT: (Position Applied For)

Please consider the individual(s) listed below for the attached job position. Resumes and departmental applications are enclosed.

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If you have any questions, I can be reached at:

(Insert Name)
(Insert Phone)
(Insert Fax)
(Insert E-Mail)